

**From:** Payne, James W  
**Sent:** Tuesday, September 11, 2012 4:06 PM  
**To:** #DCS (All Staff)  
**Subject:** Data and Information Requests

Staff,

Recently, we've encountered some problems with multiple people releasing information from various sources. Sometimes this information gets misinterpreted and reported in such a way the is not consistent with other reports. The Executive Team has decided to institute a Data Governance Committee to review all data requests and releases. This means that, effective immediately, no data is to be released externally without a review from this committee. This includes but is not limited to, any data (financial data, ICWIS/MaGIK data, referral/Kidtraks data, QSR/QAR data, staffing data, etc.) used in PowerPoint presentations, external emails, verbal or written communications, regional service council and other community presentations, and press releases.

There is a core group that will make up the Data Governance Committee including representatives from the various divisions, as well as the outcomes team. Subject Matter Experts will be brought in from other areas as needed for specific requests.

Requests should be made to this email address: [DCSDataRequest@dcs.IN.gov](mailto:DCSDataRequest@dcs.IN.gov)

Please include the following in your request:

1. Your contact information (best way to reach you, mobile phone number, if applicable):
2. Reason for Request:
3. Audience:
4. Specific data needed:
5. Timeframe of the date:
6. Date needed:

If possible, please include any backup emails that would explain the request.

Please expect a minimum 7 day turnaround. Exceptions can be made in emergency circumstances, but the committee will still review all data before it is released.

**James W. Payne, Director**

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